



April 29th, 2014 Special Election (13th Ward, St. Louis City) Deadlines & Reminders

The St. Louis City Board of Elections (BOE) has called a special election to fill the vacancy in Ward 13 in the City of St. Louis.

All candidates must be selected and have filed for office by 5:00 p.m. on March 28th, 2014.

All candidates for these vacancies are subject to reporting deadlines and requirements as required by law.

Campaign Finance Disclosure requirements, please note:

1. A candidate cannot **file for office** until all prior campaign finance reports have been filed.
2. A candidate cannot **take office** until all campaign finance reports have been filed.

See page 2 for Deadlines & Reminders ➡

Before you can file your first campaign finance report, you must file a **Statement of Committee Organization** within twenty (20) days of forming your committee (or file a Statement of Exemption) with the Missouri Ethics Commission (MEC) and the St. Louis City BOE. This form must have original signatures and can be either mailed or hand-delivered to our office. (Faxed receipt of this form is not accepted). Your campaign finance reports must be filed electronically with the MEC.

Steps to begin electronic filing:

1. File Statement of Committee Organization with the MEC & St. Louis City BOE; **and**
2. Electronic Filing Agreement with MEC
3. Log-in to Campaign Finance Electronic Filing System upon receipt by email of username & password.

Missouri Ethics Commission
Physical Address: 3411 A Knipp Drive, Jefferson City MO 65109
Mailing Address: PO Box 1370, Jefferson City MO 65102
Phone: 800-392-8660 or 573-751-2020
Website: www.mec.mo.gov
Email: helpdesk@mec.mo.gov

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Deadlines & Reminders

Personal Financial Disclosure (PFD) Requirements §105.483- §105.487 RSMo.	
<ul style="list-style-type: none"> Per St. Louis City - PFD only required if contractual relationship exists. Due 2 weeks after the closing date of filing for candidacy 	
Campaign Finance Reporting Requirements §130.044 - §130.050.2 RSMo.	
Due Dates:	Campaign Finance Reporting Requirements: <ul style="list-style-type: none"> Must be filed in electronic format by each candidate Must be electronically filed by 5:00 p.m. on the due date
15 Days After Caucus Nomination	<i>15 Days After Caucus Nomination Report Due</i> <ul style="list-style-type: none"> Covers from date of nomination through 10 days after nomination Due 15 days after nomination date
March 30th, 2014	Candidates must have their committees formed at least by the 30 th day before the election
April 15th, 2014	<i>April Quarterly Report Due</i> <ul style="list-style-type: none"> Covers from day after closing date of last report through March 30th, 2014
April 21st, 2014	<i>8 Day Before Election Report** Due</i> <ul style="list-style-type: none"> Covers from day after closing date of last report through April 17th, 2014
May 29th, 2014	<i>30 Day After Election Report** Due</i> <ul style="list-style-type: none"> Covers from day after closing date of last report through May 24th, 2014***
Additional Campaign Finance Reports (FILE AS NEEDED)	
48 Hour Report of Contribution over \$5,000	Any individual or committee receiving any contribution (including loans, see §130.011 RSMo. for full definition of contribution) from any single contributor over \$5,000 must electronically report same to the Missouri Ethics Commission within 48 hours of its receipt (must also report this contribution in the committee's next filed report). (§130.044.1 RSMo.)
Late Contribution Report	Any receipt of a contribution (including loans, see §130.011 RSMo. for full definition of contribution) over \$250 that is received between the 11 th day through the day before the election, must be reported within 24 hours of its receipt (must also report this contribution in the committee's next filed report). The disclosure may be electronically or by any written means of communication. (§130.050.3 RSMo.)
PACS - Late Expenditure Report	Each time a political action committee spends more than \$250 , whether in a single expenditure or in combined expenditures, after the 12 th day before an election, a full disclosure report must be filed within 24 hours . This does not include contributions made to another committee. (130.046.3(2) RSMo.)

*40 Day Before only required if accepted contributions or made expenditures for that election.

**8 Day Before & 30 Day After reports only required if made expenditures (spent money or incurred an expenditure) for that election.

***Successful candidates must file 30 Day After Election Report, **before** being sworn-in, if have expenditures or contributions made.